



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 4/2/2014	Interviewer: Laura Eckert	RFA #14 – 06
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): Associate Professor [REDACTED]		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Student, inappropriate behavior		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☒

Category: (Please check at least one)

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
4/2/14	[REDACTED] called, talked with LKL	Asked if there was a policy prohibiting students from viewing pornography on school computers, student, [REDACTED] with some violent outbursts and new behaviors –staring
4/2/14		LKL talked with Sue, John Lawson, Michael Sledge
4/3/14	[REDACTED] called, upset, wanted to talk to LKL	<p>LKL told her to come over and let her know that if related to a complaint, then LE would do intake.</p> <p>LKL met with [REDACTED] briefly, then [REDACTED] met with LE.</p> <p>[REDACTED] concerned with student's behavior- [REDACTED] He is staring at women students. She wants to talk to him and tell him to stop or she will ask him to leave class. Not feeling supported by her dept. chair.</p> <p>[REDACTED] thinks training for faculty would be helpful.</p> <p>LE will talk with David and Michael. If [REDACTED] is feeling unsafe,</p>

		she should contact campus police and department chair.
		LE gave [REDACTED] Title IX brochures to give to students.
4/4/14	LE t/c [REDACTED]	briefed
4/7	Email from [REDACTED] to Sue	Concerned about student [REDACTED] harassing other students in dept
4/7/14	LE t/c to [REDACTED]	Briefed, several folks working on issue
4/7/14	Mtg [REDACTED], LE, Michael Sledge, David Brunnemer	Reviewed student history and current status, decided to pursue under student conduct with LE also talking to students about title ix rights.
4/8/14	LE, Michael Sledge mtg with 3 students, [REDACTED] and [REDACTED]	LE discussed Title IX rights, listened to student's concerns. Students agreed to student conduct approach.
4/8	Michael Sledge sent letter with interim measures to [REDACTED]	
4/9	Sue t/c Jeff Wright	briefed
4/10/14	T/c Michael Sledge	He met with [REDACTED] and [REDACTED] mom today. [REDACTED] will not be back in [REDACTED]
	LE t/c	Follow up call to [REDACTED] - situation improved now?
4/17/14	LE t/c	Second follow up call to [REDACTED] – close out, just checking in, pls call
4/17/14	LE t/c	Follow up call to [REDACTED] -want to close out and debrief- lessons learned, ways to improve communication in the future? if concerns if future that relate to women students feeling uncomfortable, call EO